Club Actions - View Reports

Lion Portal

This guide provides a step-by-step process for accessing and viewing reports in the Lion Portal, making it easier for users to manage club data effectively. By following the outlined steps, users can quickly generate and download reports in various formats, including Excel and PDF. Utilizing this guide can enhance your understanding of club performance and streamline reporting tasks. It's a valuable resource for anyone looking to optimize their club's operations.

1 Sign into the Lion Portal **lionportal.org**

2 Click "MY CLUB"
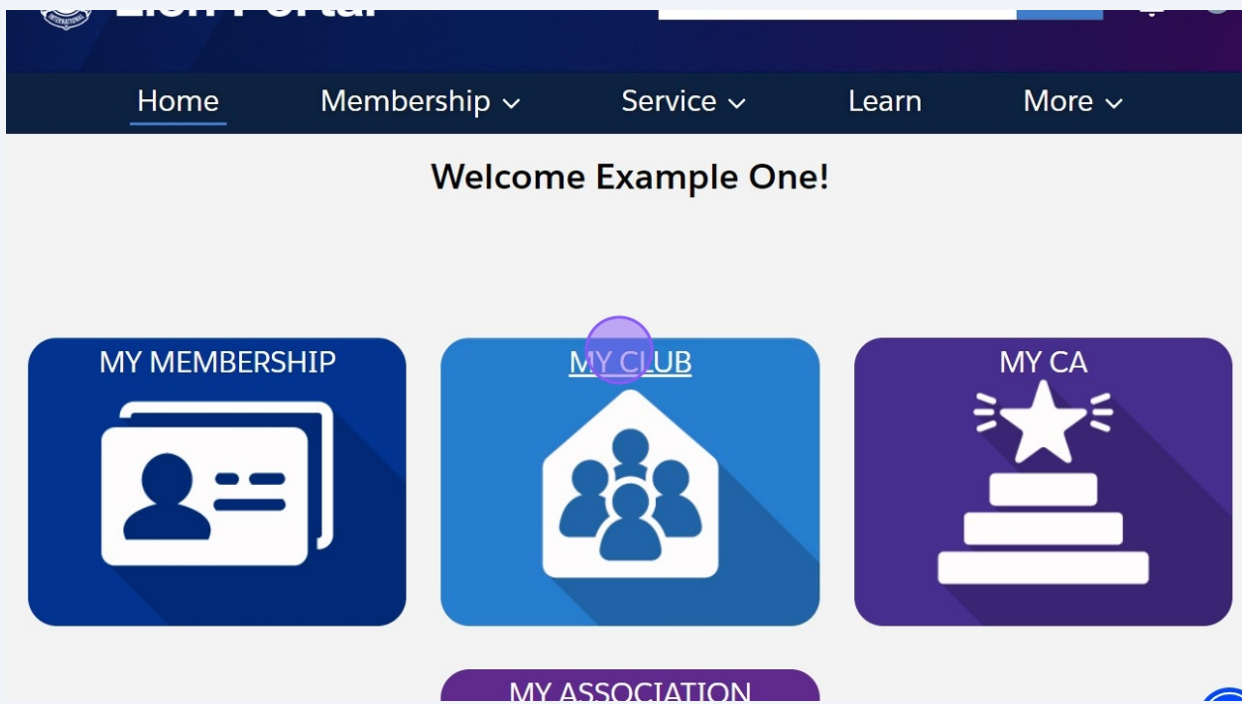
3 Click "Club Actions"

| Home | Membership ⌄ | Service ⌄ | Learn | More ⌄ |

Account
Example Club For Training

+ Follow

on ID	Type	Status	Billing Address	Active Member Count
0158	Lions Club	Active	124 Any Place	57
			Naperville, Illinois 60565	
			United States	

Details | Data Export | Club Statements | Club Service Activities | More

Member ... | Club Acti...

Manage Club Members

count Name	Type ⓘ
ample Club For Training ✎	Lions Club
rent Account ⓘ	Active Member Count
strict 1 J	57
gion or Zone ⓘ	Club Specialty ⓘ
Zone 1	Cultural
on ID ⓘ	Club Sub-Specialty ⓘ
0158	

Manage Club Officers

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4 Click "View Reports"

| count Name | Type ⓘ |
ample Club For Training ✎	Lions Club
rent Account ⓘ	Active Member Count
strict 1 J	57
gion or Zone ⓘ	Club Specialty ⓘ
Zone 1	Cultural
on ID ⓘ	Club Sub-Specialty ⓘ
0158	
uth Programs ⓘ	Specialty Description ⓘ
	Arts and Entertainment
	Charter Established Date ⓘ
	7/1/2010

Club Details

escription | Website

Address

ling Address

Get Membership Cards

Get Delegate Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details

5   Click "Select a Report"
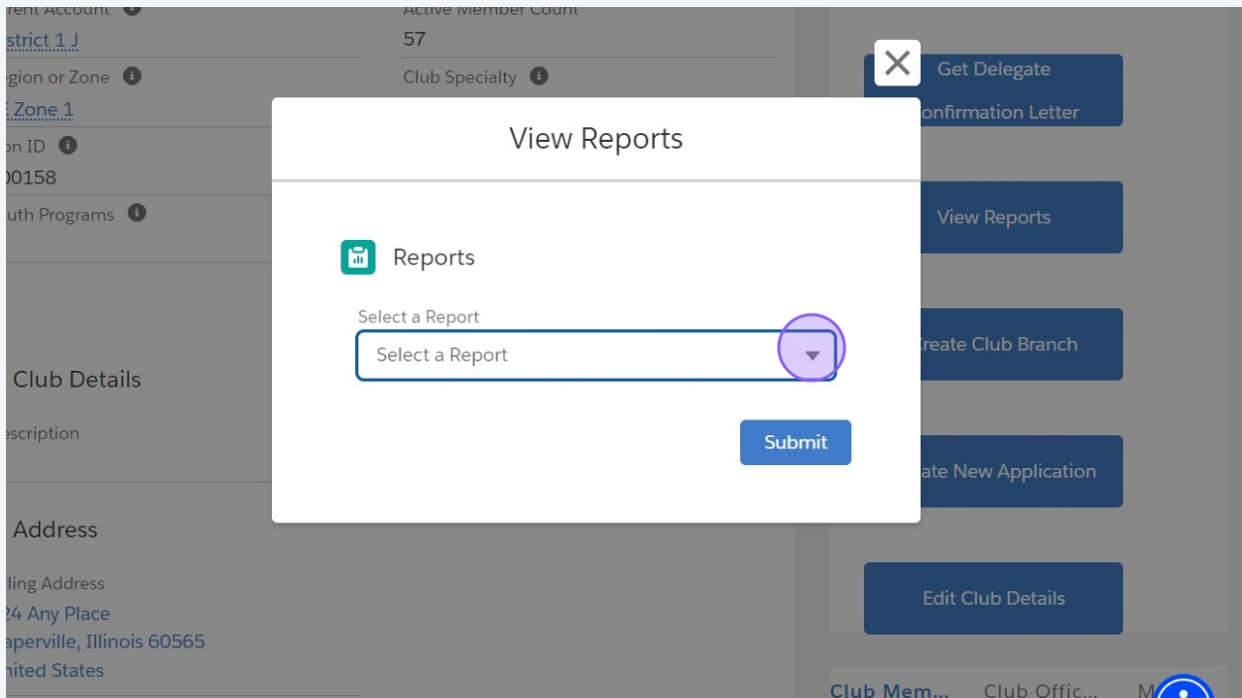
6   Click the report from the list.
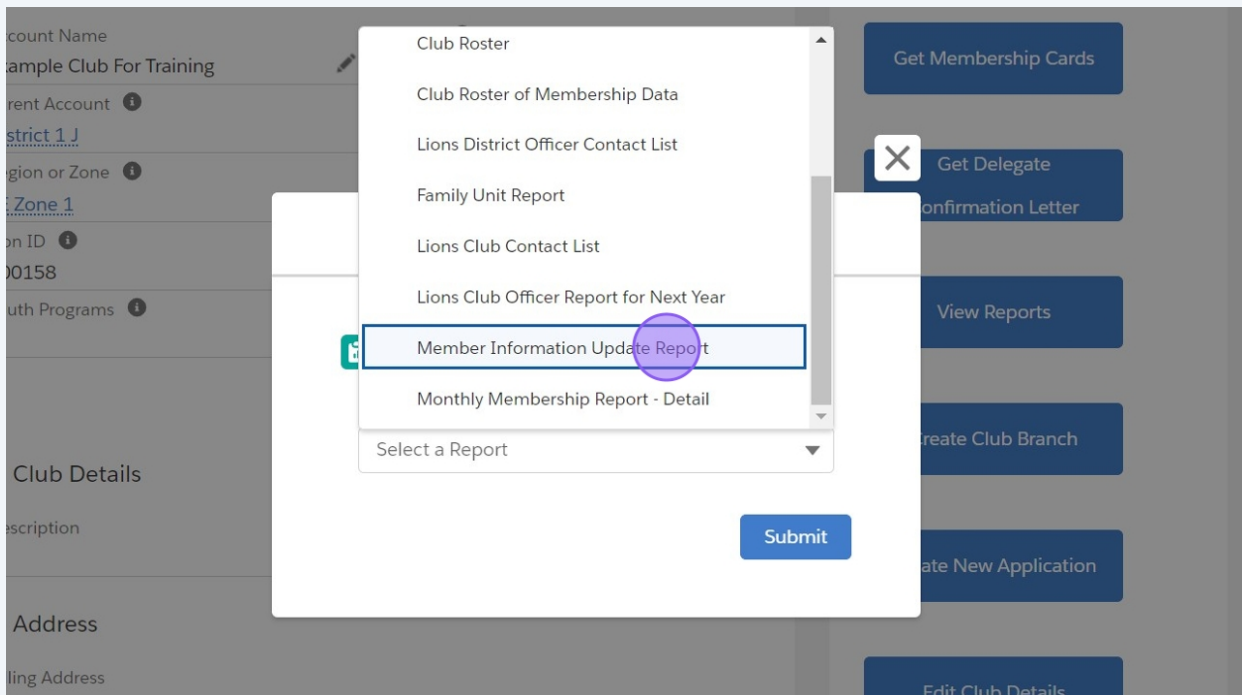
> (i) Tip! Club Level reports available are:
>
> - Club Achievements
>
> - Club Attendance (Excel option)
>
> - Club Monthly Reporting History
>
> - Lions Clubs Officer Report for Current Year (Excel option)
>
> - Club Roster (Excel option)
>
> - Club Roster of Membership Data
>
> - Lions District Officer Contact List (Excel option)
>
> - Family Unit Report
>
> - Lions Club Contact List (Excel option)
>
> - Lions Clubs Officer Report For Next Year (Excel option)
>
> - Member Information Update Report (requires input of Member id)

7 If additional input is needed for the selected report enter the required information for the report.

8 Some reports provide "Excel Format". To download to Excel select this option.

View Reports

Reports   ☑ Excel Format

Select a Report

Lions Club Officer Report for Current Year ▼

Submit
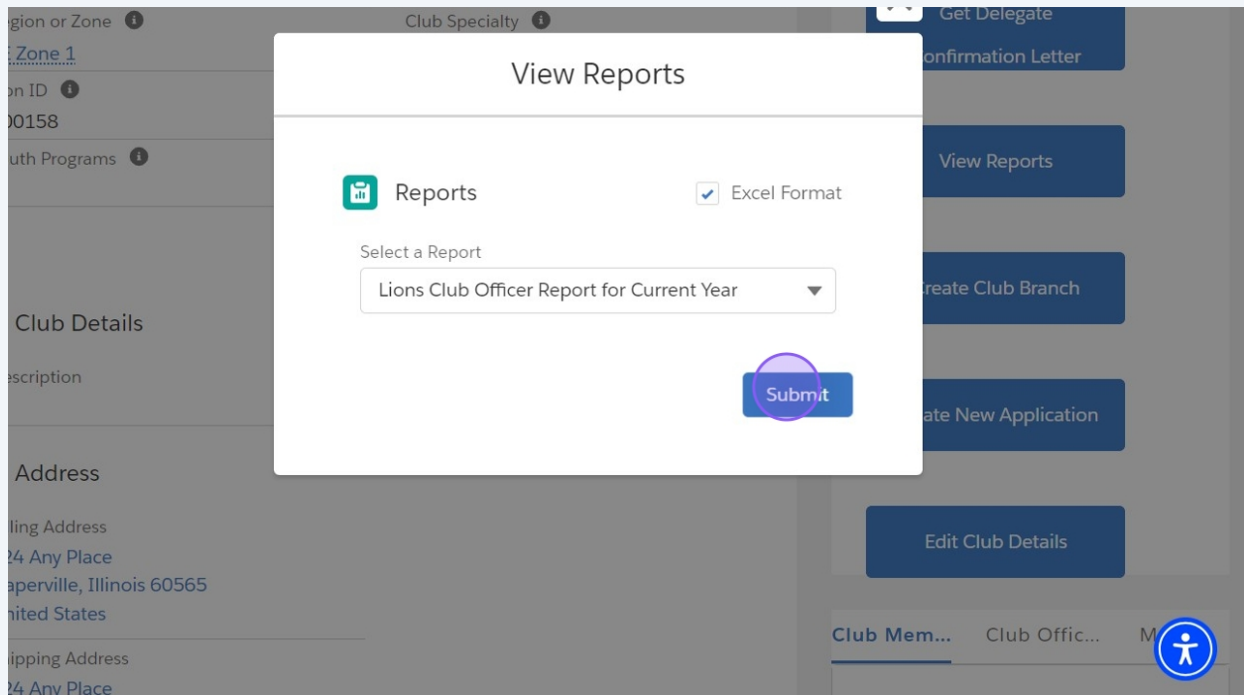
ℹ Tip! The report will be shown in preview and can be downloaded in .pdf format. If the Excel option was chosen the "file download message" will be shown.

9 Click "Home"

This concludes the "Club Actions - View Reports" Quick Guide.